

**NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE
 BIWEEKLY INDOOR AIR QUALITY FORUM**

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| Minutes | July 2, 2007 | 1400-1530 | 2505 MIB |
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MEETING CALLED BY: Gay Bindocci, MPO Sustainability Coordinator

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Don Swain

NOTE TAKER: Jeremy Lawson

TIMEKEEPER: Jeremy Lawson

ATTENDEES:

Don Swain, Acting Modernization Program Manager
 Jeremy Lawson, Office Automation Assistant - MPO
 Wendy Dorman, Solicitors Office
 Greg Rabida, Solicitors Office
 Kristina Clark, Solicitors Office
 Alan Palisoul, Solicitors Office
 Tony Perry, Solicitors Office
 Freida Williams OSPEP
 RC "Skip" Vaughn, GSA
 Ed Kleable, Solicitors Office
 Jan Elmore, Solicitors Office
 Melony Glass, OIG
 Saundra Jackson, BLM

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| 120 Minutes | Modernization | Don Swain |
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Discussion:

- Mr. Swain introduced new posters that will feature a list of construction activities by floor, to be posted every Friday. In the future, it will list a percent compliance with SMACNA guidelines. However, an industry standard for percent compliance has not yet been located, and Mr. Swain is working with GSA to establish which levels will be considered acceptable and which will require immediate corrective action. Attendees suggested that perhaps some checklist items should be considered more important and given greater weight in the percentage than others. A project-specific, customized checklist based on the SMACNA boilerplate has been created and will be used. Mr. Swain also introduced an MS Visio diagram of steps that will be taken to document and track occupant complaints regarding building issues.
- Tenants expressed concern that determining SMACNA compliance would be difficult to trust with just GSA and Jacobs performing the inspections. Attendees expressed interest in having a trained staff member from DOI be apart of the process with regular, unscheduled access to the construction zone for random inspections.

- Tenants expressed concern over the difficulties of recapturing the information of tenant complaints about the project from the last five years. Industrial Hygienist Ian Rosenblum has reports that can be matched up with construction schedules, but this will only capture part of the project history. Attendees noted that more intensive investigations will be needed involving the records of the building manager's office, the nurse's office, and the modernization office.
- Attendees expressed interest in having a complete list of approved products, and DOI is looking into obtaining access to electronic MSDS sheets that could be posted and distributed.
- While authorities had established that this project posed no imminent danger to occupants, attendees expressed concern that there are unknown long term dangers caused by limited exposure to project materials. Mr. Swain expressed concern about how information was presented and distributed in order to avoid exacerbating occupant fears, but stated his commitment to answering questions using various methods of communication.
- While there is a list of products and materials that are authorized for use on the project, attendees expressed a lack of confidence that the use of unauthorized products was being monitored closely enough nor corrected quickly.
- Mr. Swain stated that we are still awaiting the official written report of the FOH nurse who interviewed several employees and toured the construction site with the modernization team.
- Employees expressed interest in having more extensive air sampling conducted (to supplement lead paint and fibers) using the product lists and MSDS reports to hone in on likely VOCs and irritants that should be watched closely.
- Skip Vaughn stated that the contractor was building and testing new barriers within construction barriers in order to achieve more consistent negative air pressure in the places that matter: construction spaces that abut occupied space. If these tests showed the new barriers and face placement to be effective, they would be constructed throughout the construction zone. Mr. Vaughn also noted that when possible, occupied space adjacent to construction space is not regularly occupied by a person, such as a copy room.
- Mr. Swain noted that Mr. Bart Bush and Mr. Burgeouis would be meeting soon and perhaps continue every other month to ensure that DOI's interests were represented and that the general contractor complies with its contract.

| Action Items | Person Responsible | Due Date |
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| Continue to monitor noise, odor, and irritant complaints and promptly respond to concerned employees. | Don Swain | Ongoing |